



# ENVIRONMENTAL PROTECTION AGENCY

## Recommendation for Incentive Award

### Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards, OntheSpot Awards and TimeOff Awards.
4. Attach the completed form to the electronic Request for Award. **\*\*For Use with FPPS Only – Do Not Send Hardcopy to SPO\*\***
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Cheryl A. Butler  
Position Title: BUILDING MANAGER  
Organization: OMS-OA-FMSD-HOB

Employee Id: (b) (6)

PP-Series-Grade: 12

Type of Award: ☐ On-the-Spot Award ☐ Group Cash Award  
☐ Individual Cash Award ☐ Group Time Off Award  
☒ Time Off Award

Total Amount of Award (\$): 0 AND/OR Total Number of Hours: 4

Type of Benefits on which the award is based (Cash awards only):

☐ Tangible Benefit ☐ Intangible Benefit

Value of Benefit: ☐ Moderate ☐ Substantial ☐ High ☐ Exceptional  
Extent of Contribution: ☐ Limited ☐ Extended ☐ Broad ☐ General

### Narrative Justification for Award:

For outstanding support to ORD in the planning and hosting of the 2019 year end celebration event for the ORD Headquarters staff. Their planning and dedication to improving morale resulted in a well- attended event that recognized employees for a successful year and improved the overall sense of cohesion of the headquarters staff.